

# Indexes

## Features

- Colored, reinforced mylar tabs for easy identification
- Bind edge reinforced holes for added durability
- Create tab titles for any application
- Custom paper stock available, call for details



## Highlights

Custom indexes are often needed to organize documents that reside within a file folder or divide sections within a binder. Indexes allow documents and subject matter to be located and referenced instantaneously allowing retrieval of information to be hassle-free. Reinforced index tabs are available in 16 standard tab colors, with special neon colors also available (call for details). Custom indexes are available in a variety of different tab lengths and widths and can have printing applied to both the front and back of the tab. Body copy is also available (some limitations apply, call for details).



## Proven Index Solutions

### Multi-Functional Solutions Organize Contents of Patient Records

Use one or all three styles of chart dividers to maximize document organization. Proven to provide a uniform and consistent method to categorize information, each style provides unique benefits.

#### INDEXES

The most common, economical style provides for multiple categories without excessive bulking in file.

#### FILEBACKS

Hinged/piggy-back style allows greater flexibility because each category can be utilized individually.

#### SELF-ADHESIVE DOUBLE DUTY FILEBACKS

Provide the same number of categories with just one half the amount of dividers because the tabs have a different title printed on each side. If ordered with a fastener installed on the front only, they can provide sections for quick, drop-in filing.

Combine the benefits of all three to create the patient chart that works best for you. Turn to the next page for custom options!

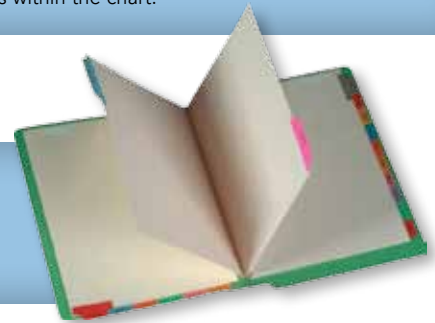


#### Combine Indexes and Filebacks Based on Document Activity

Indexes can be used to divide and categorize documents which have minimal activity or do not require active additions to each section. Filebacks used in conjunction with indexes allow more active use of sections within the chart.

#### Bottom and Side Tab Indexes Used With Self-Adhesive Filebacks

Maximize and divide without excessive bulk. These three styles of dividers used in conjunction with each other can provide over 20 sections in a standard folder with 3/4" expansion. Center section without fasteners allows for convenient drop-in filing.



#### Two Styles of Filebacks Eliminate Folder Distortion

Using both flip-up style and book style filebacks provides for equalization of contents within the record. Also eliminates excessive bulking at one end of folder which allows easier filing and retrieval.

#### Dividers and Pockets Make a Perfect Chart

Small documents, papers you can't punch, active patient visits and archived information all in one chart...that's creative and efficient. For Pressure Sensitive Pockets see page 38.



#### A Great Solution for Very Active Records

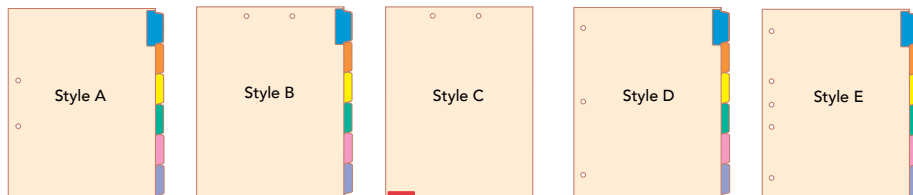
DocuClip fasteners (page 35) used in conjunction with standard book style/side tab indexes provide maximum access and flexibility to all patient information. Proven to be a real workhorse.

# Custom Chart Dividers/Indexes & Filebacks

## Easy Ordering Instructions

- 1 Choose the style of Chart Divider and Paper Color**
  - Index Style A-E
  - Stock Color
  - Fileback Style I-III
  - Self-Adhesive Fileback Style SA
- 2 Specify tab cut size.** See charts below. Plan ahead! Consider leaving an empty position for future use.
- 3 Specify each tab title (text), position, and color.** Side tab styles start at the top, bottom tab styles start at the left.
- 4 Specify packaging:**
  - Collated - Titles boxed together in sets (Filebacks are not attached to each other)
  - Not collated - Titles boxed individually

## Chart Divider Styles



### Index/Chart Dividers – Styles A-E

- Mylar-reinforced punches
- Tabs printed both sides/mylar-covered
- 8½" x 11" + tab extension



### Self-Adhesive Filebacks – Style SA

- Scored hinge with ¾" pressure-sensitive tape
- Two pre-installed 2" bonded fasteners (1 each side)
- Tabs printed both sides with different titles/mylar-covered
- 8½" x 11" + tab extension



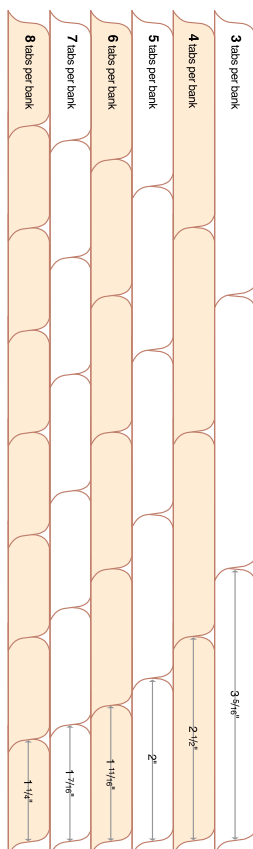
### Flip-Up Hinged Filebacks – Styles I-III

- Scored hinge with mylar-reinforced slits
- One pre-installed 2" bonded fastener
- Tabs printed both sides/mylar-covered
- 8½" x 11" + tab extension (Style I and III also available in 8½" x 14")

## Tab Cut Specifications

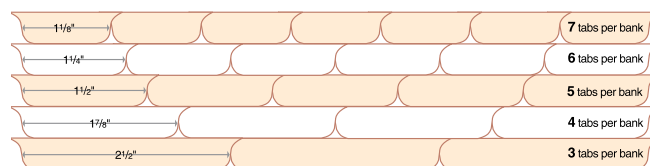
### Side Tab

Dimensions may vary depending on shoulder margins.



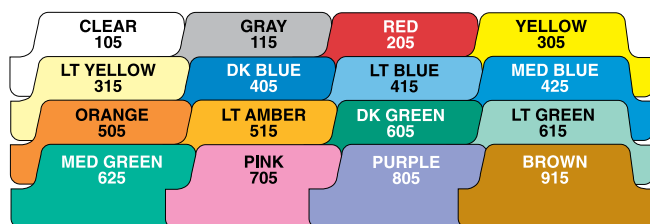
### Bottom Tab

Dimensions may vary depending on shoulder margins.



### 16 Standard Mylar Tab Colors

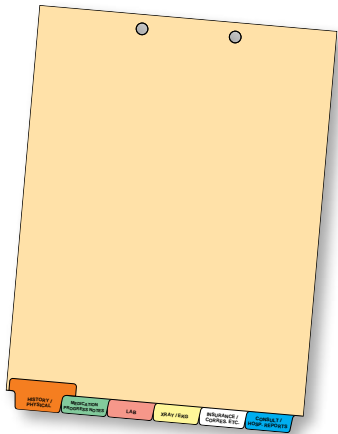
Neon colors are available for an additional charge.



**PLAN AHEAD!** Consider leaving an empty position for future use.

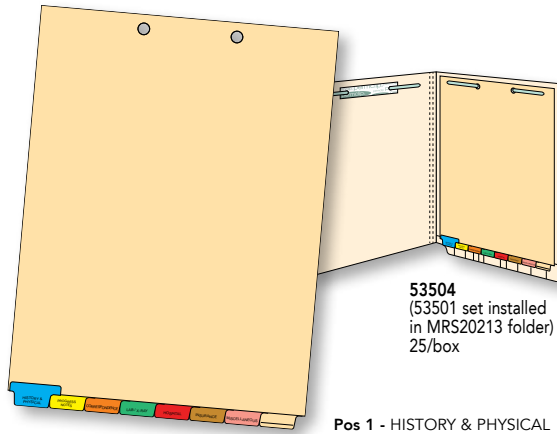
General specifications are listed on this page. Contact your local sales representative for other options including: body printing, collating, assembly and installation, heavier paper weights and colors, etc.

## Stock Printed Collated Sets - Bottom Tab



**BT11186**  
50 sets/box

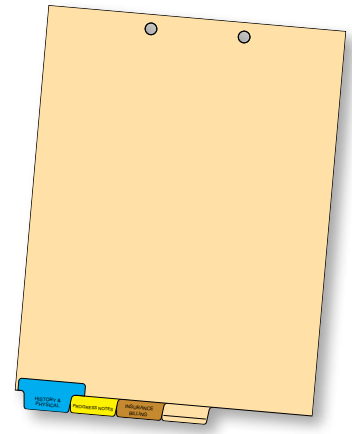
- Pos 1 - HISTORY / PHYSICAL
- Pos 2 - MEDICATION PROGRESS NOTES
- Pos 3 - LAB
- Pos 4 - XRAY / EKG
- Pos 5 - INSURANCE / CORRES. ETC.
- Pos 6 - CONSULT / HOSP. REPORTS



**53501**  
50 sets/box

**53504**  
(53501 set installed in MRS20213 folder)  
25/box

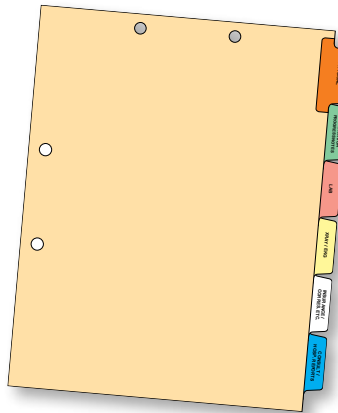
- Pos 1 - HISTORY & PHYSICAL
- Pos 2 - PROGRESS NOTES
- Pos 3 - CORRESPONDENCE
- Pos 4 - LAB / XRAY
- Pos 5 - HOSPITAL
- Pos 6 - INSURANCE
- Pos 7 - MISCELLANEOUS
- Pos 8 - BLANK



**53521**  
100 sets/box

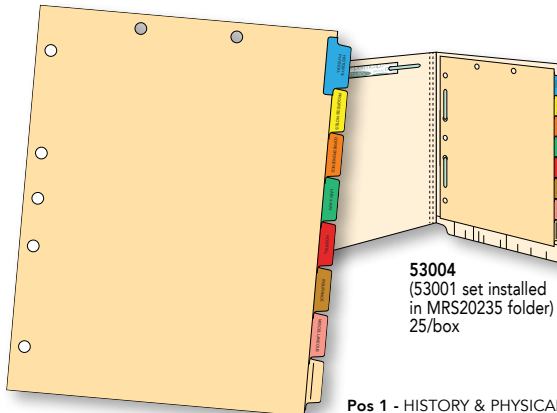
- Pos 1 - HISTORY & PHYSICAL
- Pos 2 - PROGRESS NOTES
- Pos 3 - INSURANCE BILLING
- Pos 4 - BLANK

## Stock Printed Collated Sets - Side Tab



**BT10186**  
50 sets/box

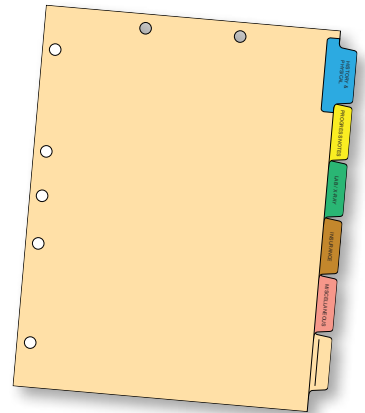
- Pos 1 - HISTORY / PHYSICAL
- Pos 2 - MEDICATION PROGRESS NOTES
- Pos 3 - LAB
- Pos 4 - XRAY / EKG
- Pos 5 - INSURANCE / CORRES. ETC.
- Pos 6 - CONSULT / HOSP. REPORTS



**53001**  
50 sets/box

**53004**  
(53001 set installed in MRS20235 folder)  
25/box

- Pos 1 - HISTORY & PHYSICAL
- Pos 2 - PROGRESS NOTES
- Pos 3 - CORRESPONDENCE
- Pos 4 - LAB / XRAY
- Pos 5 - HOSPITAL
- Pos 6 - INSURANCE
- Pos 7 - MISCELLANEOUS
- Pos 8 - BLANK

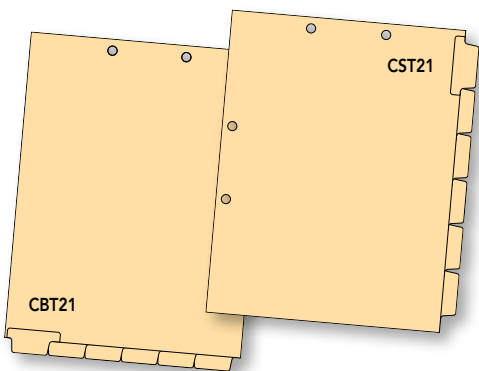


**53011**  
65 sets/box

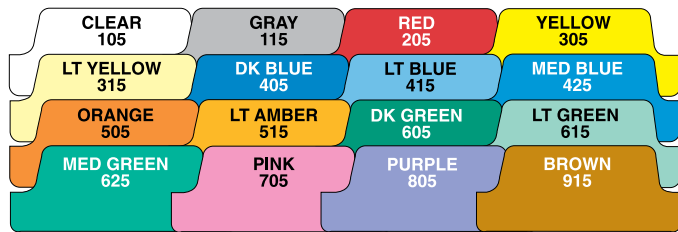
- Pos 1 - HISTORY & PHYSICAL
- Pos 2 - PROGRESS NOTES
- Pos 3 - LAB / X-RAY
- Pos 4 - INSURANCE
- Pos 5 - MISCELLANEOUS
- Pos 6 - BLANK

## Blank Collated Sets

Clear writeable mylar tabs (25 Sets/Box)



Keep your charts intact with clear, self-adhesive reinforcing strips (page 35)



## Bottom Tab

**BOTTOM TAB STYLE WITH TITLES**  
**1/6 CUT – PUNCHED TOP**  
**SHRINK WRAPPED (100/PACK)**

### TAB POSITION 1

- History/Physical**  
52100 ■ Orange
- Immunizations/Injections**  
52102 ■ Orange
- Lab/Special Reports**  
52103 ■ LT. Green
- Patient Information**  
52108 ■ Med. Blue
- Progress Notes**  
52107 ■ Orange
- HIPAA**  
52111 ■ Red
- Blank**  
52121  Clear

### TAB POSITION 2

- Correspondence**  
52204 ■ LT. Yellow
- Diagnostic Testing**  
52207 ■ Med. Green
- History/Physical**  
52203 ■ Pink
- Lab**  
52211 ■ LT. Green
- Medication/Progress Notes**  
52200 ■ LT. Green
- Prescriptions**  
52208 ■ Red
- Progress Notes**  
52201 ■ LT. Green
- X-Rays/Scans**  
52212 ■ LT. Amber
- Blank**  
52221  Clear

### TAB POSITION 3

- Lab**  
52300 ■ Pink
- Operative Reports**  
52302 ■ Med. Blue
- Physical Therapy**  
52308 ■ Pink
- Physicians Orders**  
52306 ■ LT. Amber
- Procedures**  
52310 ■ LT. Amber
- Special Studies**  
52307 ■ Med. Blue
- Blank**  
52321  Clear

### TAB POSITION 4

- Imaging**  
52408 ■ Gray
- Miscellaneous**  
52404 ■ LT. Green
- Nurses Notes**  
52406 ■ Gray
- Pathology**  
52407 ■ Brown
- X-Ray**  
52409 ■ LT. Green
- X-Ray/EKG**  
52400 ■ LT. Yellow
- Blank**  
52421  Clear

### TAB POSITION 5

- Authorization/Referrals**  
52502  Clear
- Correspondence**  
52508  Clear
- EKG**  
52504 ■ Red
- Insur./Corres., Etc.**  
52500  Clear
- Letters**  
52512  Clear
- Miscellaneous**  
52501  Clear
- Telephone Messages**  
52503 ■ LT. Yellow
- Blank**  
52521  Clear

### TAB POSITION 6

- Consultation**  
52612 ■ Red
- Consultation/Hosp. Reports**  
52600 ■ Med. Blue
- Correspondence**  
52604 ■ Med. Blue
- Hospital Records**  
52618  Clear
- Insurance**  
52609 ■ Med. Blue
- Medical Records**  
52606 ■ Med. Blue
- Blank**  
52621  Clear



## Side Tab

**SIDE TAB STYLE WITH TITLES, INTERCHANGEABLE RIGHT/LEFT SIDE**  
**1/6 CUT — PUNCHED TOP AND SIDE**  
**SHRINK WRAPPED (100/PACK)**

### TAB POSITION 1

- History/Physical**  
51103 ■ Orange
- Immunizations/Injections**  
51110 ■ Orange
- Lab/Special Reports**  
51105 ■ LT. Green
- Paps & Colposcopy**  
51101 ■ Orange
- Patient Info**  
51109 ■ Med. Blue
- Progress Notes**  
51108 ■ Orange
- HIPAA**  
51111 ■ Red
- Blank**  
51121  Clear

### TAB POSITION 2

- Correspondence**  
51204 ■ LT. Yellow
- Diagnostic Testing**  
51201 ■ LT. Green
- Hospital Records**  
51200 ■ LT. Green
- Lab**  
51208 ■ LT. Green
- Medication/Progress**  
51202 ■ LT. Green
- Prescriptions**  
51206 ■ Red
- Progress Notes**  
51203 ■ LT. Green
- Surgery**  
51205 ■ LT. Green
- X-Rays/Scans**  
51209 ■ LT. Amber
- Blank**  
51221  Clear

### TAB POSITION 3

- Audiograms**  
51302 ■ Pink
- Lab**  
51300 ■ Pink
- Operative Reports**  
51303 ■ Med. Blue
- Procedures**  
51310 ■ LT. Amber
- Special Orders**  
51311 ■ Med. Blue
- Blank**  
51321  Clear

### TAB POSITION 4

- Allergy**  
51402 ■ LT. Yellow
- Miscellaneous**  
51406 ■ LT. Green
- Pathology**  
51401 ■ Brown
- Therapy**  
51403 ■ Purple
- X-Ray**  
51408 ■ Gray
- X-Ray/EKG**  
51400 ■ LT. Yellow
- Blank**  
51421  Clear

### TAB POSITION 5

- Authorization/Referrals**  
51520  Clear
- Correspondence**  
51510  Clear
- Financial**  
51506 ■ LT. Green
- Insurance/Correspondence**  
51500  Clear
- Miscellaneous**  
51501  Clear
- Radiology**  
51505 ■ Red
- Blank**  
51521  Clear

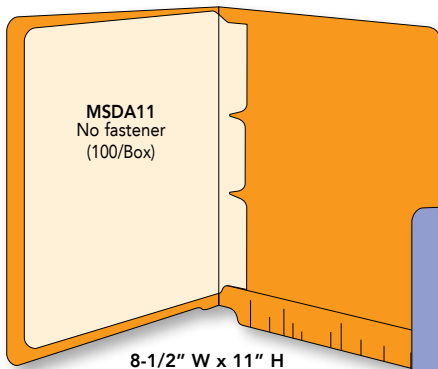
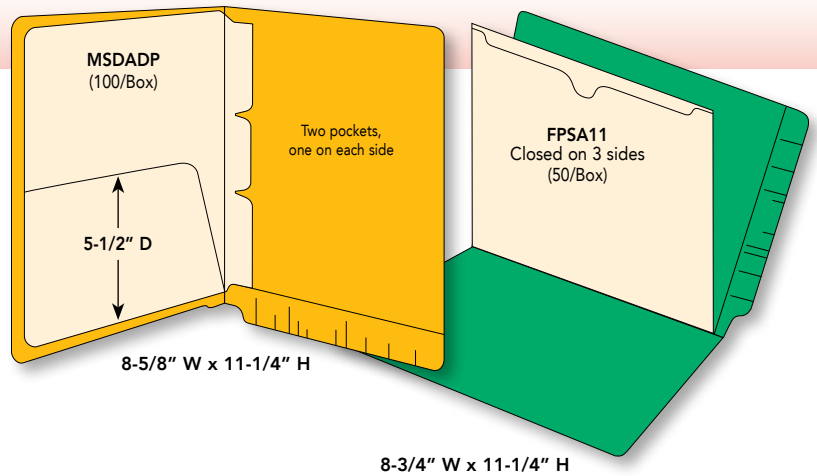
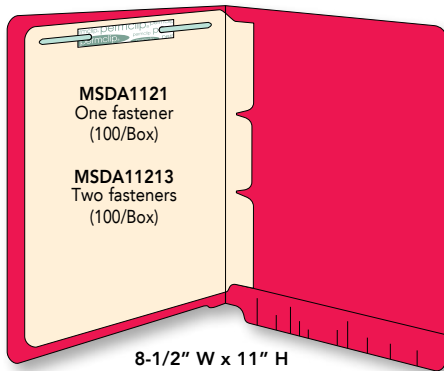
### TAB POSITION 6

- Consultation**  
51618 ■ Red
- Consult./Hosp. Reports**  
51604 ■ Med. Blue
- Correspondence**  
51606 ■ Med. Blue
- Hospital Records**  
51614  Clear
- Insurance**  
51602 ■ Med. Blue
- Medical Records**  
51603 ■ Med. Blue
- Other**  
51607 ■ Orange
- Previous Medical Records**  
51601 ■ Gray
- Blank**  
51621  Clear

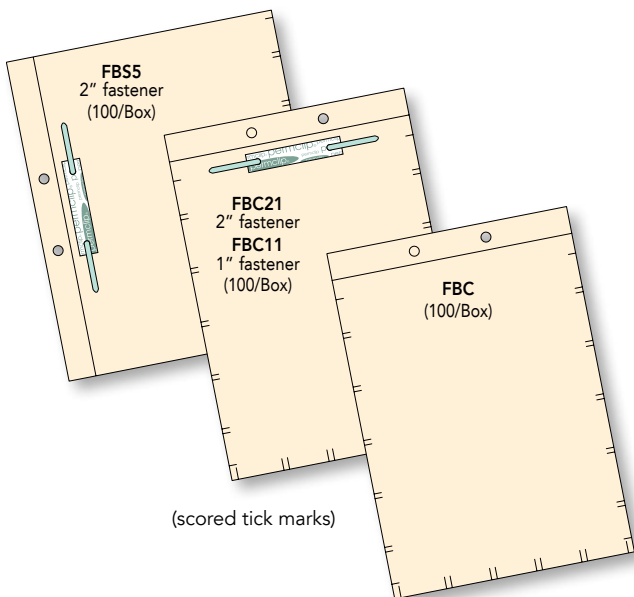
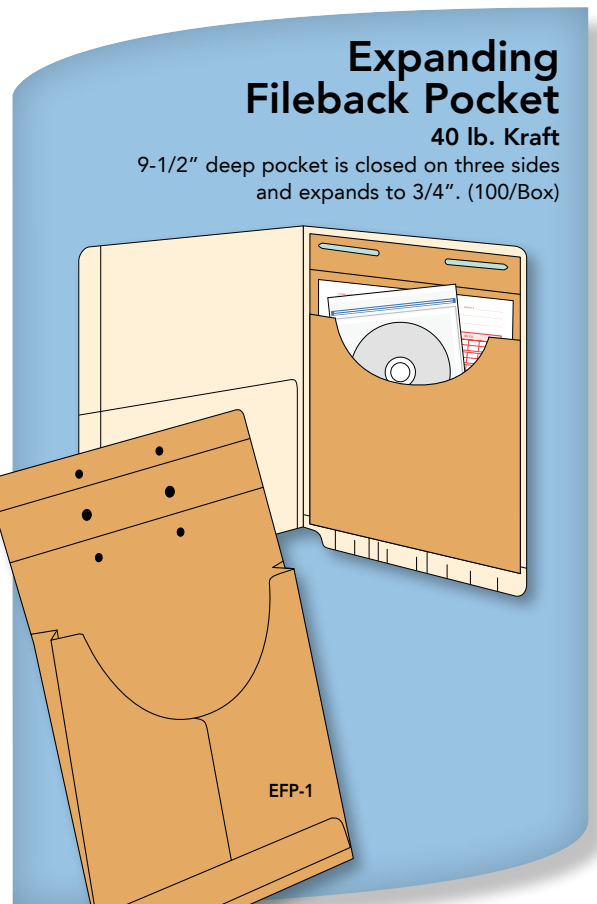
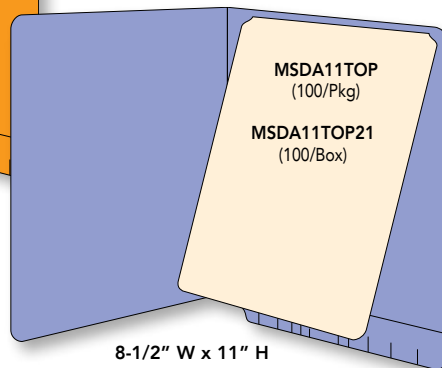
## Self-Adhesive Dividers and Filebacks Help Organize

Divide the contents of your folders to better organize documents. Easy to install. Use more than one style together in a folder. All dividers are made from 11pt manila stock and have a 7/8" flap with self-adhesive tape. Die-cuts on flaps allow positioning around fasteners.

Folders sold separately. MSDA11 = DIV11



Not all sizes include 7/8" flap



## Fileback Dividers

Now get immediate access to each section without removing top sections from the chart. Just fold on score line to form flap and slip divider over existing fastener in folder. The next divider is attached to the fastener on the first divider, and so on. Sturdy 11pt manila stock.

- Add or remove sheets without tearing apart files
- Choose end or side fastener dividers

# Index Tabs and Dividers

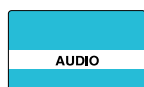
## 300 Series/Create Your Own Patient Chart Dividers

Size 1-1/2" x 1-1/2" (before folding)

Organize your patient files with our complete do-it-yourself indexing systems. Create up to thirty-three individual divisions of the patient charts. Use as few or as many as necessary to organize your files efficiently. Self-adhesive tabs are brightly colored for instant recognition. They are Mylar laminated for extra long life.

Can also be used on any of our dividers or filebacks featured on page 44.

PACK (6 tabs/sheet 102 labels per pkg) (see label number)



Pack 319A



Pack 302B



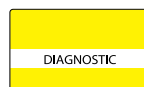
Pack 340CF



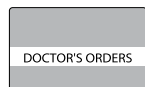
Pack 341C



Pack 303C



Pack 342D



Pack 304D



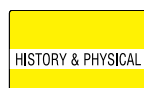
Pack 324F



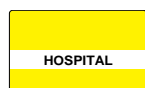
Pack 346HH



Pack 366HIP



Pack 306HI



Pack 338HO



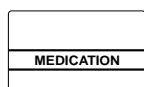
Pack 308I



Pack 309L



Pack 348LX



Pack 310ME



Pack 311MI



Pack 356PR



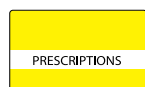
Pack 312PA



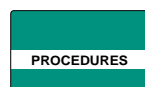
Pack 357PI



Pack 318PT



Pack 365P



Pack 328P



Pack 313PR



Pack 314R



Pack 316S



Pack 362TP



Pack 321W



Pack 315X



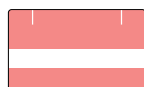
Pack 331BE



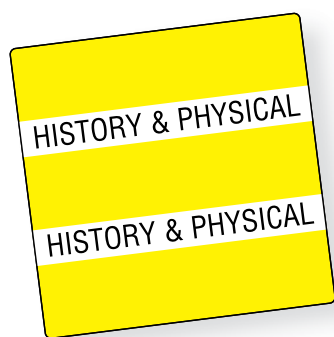
Pack 332GN



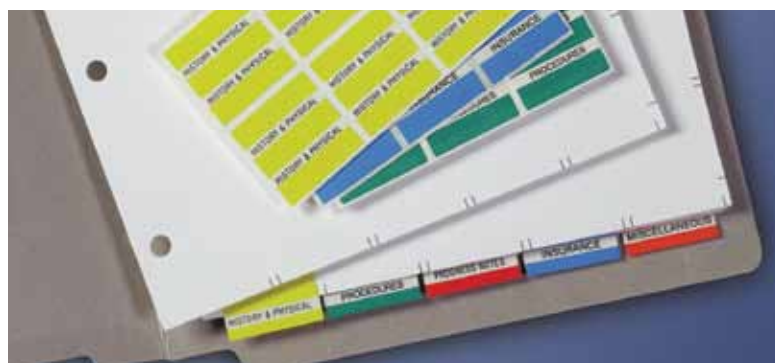
Pack 333Y



Pack 334PK



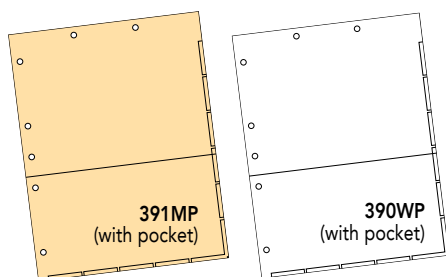
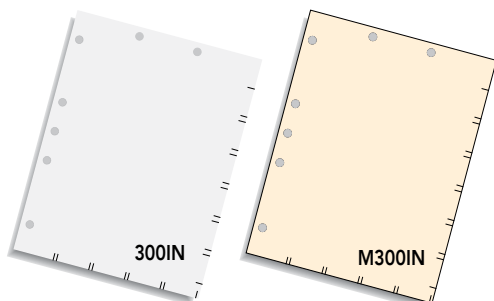
Shown Actual Size



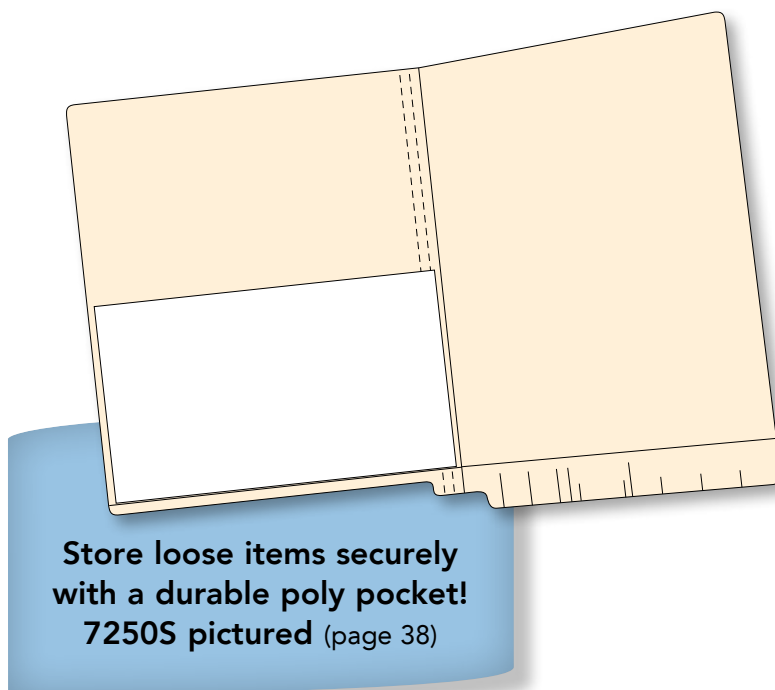
## Chart Divider Sheets

Size 8-1/2" x 11"

Divider sheets are 110 lb. white or manila index stock. They are drilled on the top and side for fastener or binder use. Guide lines are preprinted for accurate label application.



(100 sheets / pkg)



Store loose items securely with a durable poly pocket! 7250S pictured (page 38)

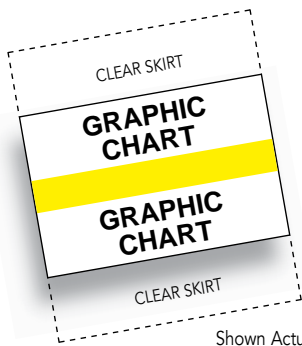
# 400 Series/Create Your Own Patient Chart Dividers

Size 1-1/4" x 1-1/2" (before folding)

Self-adhesive, laminated tabs help you organize information in patient files with color-coded edges for fast identification. Just choose which classifications you need and attach the pressure-sensitive tabs to the pre-printed position marks on our Chart Divider Sheets.

Can also be used on any of our dividers or filebacks featured on page 44.

PACK (10 tabs/sheet 100 labels per pkg) (see label number)



Shown Actual Size

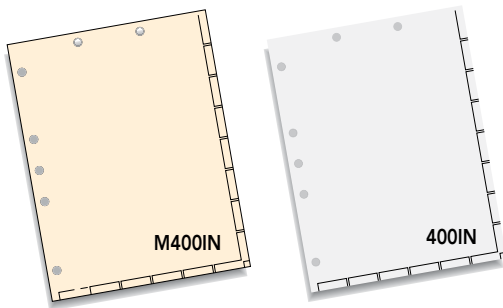
<b>CONSENT</b> Pack 462C	<b>CONSENT FORMS</b> Pack 431CF	<b>CONSULTS</b> Pack 404C	<b>CORRESPONDENCE</b> Pack 405C	<b>DIAGNOSTIC</b> Pack 438D
<b>EKG</b> Pack 403E	<b>EXAM RECORDS</b> Pack 430E	<b>FINAL DIAGNOSIS</b> Pack 406FD	<b>FLOW SHEETS</b> Pack 439F5	<b>GRAPHIC CHART</b> Pack 407GC
<b>HEALTH HISTORY</b> Pack 432H	<b>HIPAA</b> Pack 460HIP	<b>HISTORY &amp; PHYSICAL</b> Pack 408HP	<b>HOSPITAL</b> Pack 409H	<b>INSURANCE</b> Pack 410I
<b>LAB REPORTS</b> Pack 411LR	<b>LAB/X-RAY</b> Pack 412LX	<b>MEDICATIONS</b> Pack 413ME	<b>MISC.</b> Pack 414MI	<b>NURSES NOTES</b> Pack 415NN
<b>OPERATIVE REPORT</b> Pack 416OR	<b>OTHER NOTES</b> Pack 464ON	<b>PATHOLOGY RESULTS</b> Pack 418PR	<b>PATIENT INFORMATION</b> Pack 428PI	<b>PHYSICAL THERAPY</b> Pack 425PT
<b>PHYSICIANS ORDERS</b> Pack 419PO	<b>PRESCRIPTIONS</b> Pack 459PR	<b>PROCEDURES</b> Pack 437P	<b>PROGRESS NOTES</b> Pack 420PN	<b>REFERRALS</b> Pack 436R
<b>RX</b> Pack 455RX	<b>SURGICAL</b> Pack 421S	<b>TREATMENT PLAN</b> Pack 429TP	<b>X-RAY</b> Pack 423X	<b>X-RAY-EKG</b> Pack 424XE
<b>Pack 434WBK</b> writeable				



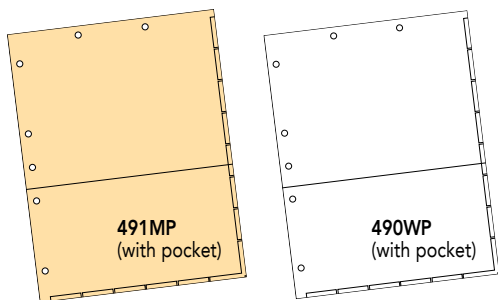
# Chart Divider Sheets

Size 8-1/2" x 11"

Organize your practice files and separate them into sections. The 110 lb. white or manila index stock has top and side position marks for chart tabs. Two and three-hole punched for top and side fastener or binder use.



(100 sheets / pkg)



(50 sheets / pkg)



Send up to 50 insurance claims to the same carrier with this jumbo, side-seal HCFA envelope (page 92)